

I'm a
SCHOLAR

21st Century Scholars:

Community Partner

Training Manual

COLLEGE PLANNING

21st Century
SCHOLARS
INDIANA

CAREER SUCCESS

PLAN FOR COLLEGE: Supporting 21st Century Scholars in Grade 9

COMPLETE A GRADUATION PLAN: *For this requirement, Scholars in Grade 9 will need to develop their Graduation Plans for high school to ensure that they stay on track to receive a Core 40 Diploma or one with Academic or Technical Honors and, ultimately, to reach their college and career goals.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Make an appointment with your student's school counselor for you and your student to go over your student's Graduation Plan. According to Indiana law, beginning in grade 9 school counselors are required to assist students in developing their Graduation Plan in consultation with the student and his/her parent(s)/guardian(s). If your student's counselor does not initiate discussion about your student's Graduation Plan when you and/or your student meet to plan your student's 9th grade courses, do not hesitate to contact the counselor to schedule a specific Graduation Plan meeting. Feel free to follow up as needed throughout the year if you or your student has questions about his/her Graduation Plan.• Remember, your student should review and update his/her Graduation Plan in 10th, 11th, and 12th grades, too. Set reminders for you and your student to revisit the Graduation Plan at the end of 9th grade and throughout your student's high school career.• Sit down and talk with your student about his/her Graduation Plan. Discuss the different Core 40 Diploma types and help your student think about which would be best for him/her. Discuss your student's career interests and plans and the types of postsecondary institutions and specific colleges he/she would like to explore. Look over the Core 40 Diploma requirements together with your student and help him/her map out a four-year course plan based on the type of diploma he/she wants to pursue.• Create a free account with <i>Indiana Career Explorer</i> (IndianaCareerExplorer.com) to better support your student's education and career planning and to assist him/her with the Graduation Plan. <i>Indiana Career Explorer</i> provides parents of middle and high school students with a free account to learn more about the resources available through this site and how to help students with each stage of the career planning process. Once you create your account, you can view your student's portfolio and Graduation Plan, review year-by-year tasks related to students' educational and career planning, and learn about other resources to help your student explore his/her education and career choices.• Encourage your student to keep track of his/her Graduation Plan online via <i>Indiana Career Explorer</i>. If your student has not yet set up an <i>Indiana Career Explorer</i> account, help him/her do so online at IndianaCareerExplorer.com. Once your student has an account, they |

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| | <p>can access their Graduation Plan by clicking on the blue “My Portfolio” tab and then “Indiana Graduation Plan.”</p> <ul style="list-style-type: none"> • If you do not have a computer with Internet access at home, encourage your student to use a school or friend’s computer, or a nearby public library to work on his/her Graduation Plan online through Indiana Career Explorer. He/she can also download and print a paper version: www.in.gov/learnmoreindiana/files/2011_Grad_Plan.pdf. |
| School | <p><i>NOTE: According to Indiana law, beginning in grade 9, school counselors are required to assist students in further developing their Graduation Plan in consultation with the student and his/her parent(s)/guardian(s).</i></p> <ul style="list-style-type: none"> • In addition to meeting with students and their parents annually about the Graduation Plan, school counselors should check in with 9th grade Scholars periodically throughout the year, to see if they need additional help further developing their Graduation Plans. • Promote Indiana’s Graduation Plan amongst all students and their parents. Spread awareness about the importance of this document such that “Graduation Plan” becomes a familiar term to all students, parents, and staff members and an integral part of your school’s college-ready culture. • Make school computer labs and school library computers available to students before and after school to facilitate student online access to Graduation Plans through <i>Indiana Career Explorer</i>. Make sure Scholars are aware of open computer lab hours. • Promote the Graduation Plan at your school year-round and especially as part of the College GO! Campaign, Learn More Indiana’s fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign. • Lead a Graduation Plan tutorial for 9th grade Scholars in your school, as well as other interested students. Invite parents to participate, too. Guide students (and their parents) through the process of developing each component of their Graduation Plans, accessing them online through Indiana Career Explorer, and getting any questions answered. |
| Community Partner | <p>For all community partners:</p> <ul style="list-style-type: none"> • Promote Indiana’s Graduation Plan and <i>Indiana Career Explorer</i> as part of the College GO! Campaign, Learn More Indiana’s fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for community partners interested in participating in the College GO! Campaign. • Help to spread awareness around the community about the importance of Indiana’s Graduation Plan, especially amongst parents with little to no college experience. <p>For those community partners that work directly with Scholars:</p> |

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| | <ul style="list-style-type: none"> • Check in with Scholars on a regular basis regarding their Graduation Plan progress. Ask students to show you their Graduation Plan online, through <i>Indiana Career Explorer</i>, or print off a paper version. • Review students' Graduation Plans together. The easiest way to do this is to have students log on to their <i>Indiana Career Explorer</i> accounts and access the interactive Graduation Plan. (If students do not yet have an <i>Indiana Career Explorer</i> account, encourage them to create one so that they can keep track of their Graduation Plan online.) This will allow you, as well as parents, mentors, and other caring adults, to work on students' Graduation Plans together. Students may also print out a paper version of their Graduation Plan, which they can access at LearnMoreIndiana.org. Ask students to tell you about their career and postsecondary plans, and discuss the high school coursework they will need to pursue these plans. Address any areas of students' Graduation Plans that need development. • Direct students toward resources they might need to help them develop their Graduation Plans. These may include: <ul style="list-style-type: none"> • Indiana Core 40 Diploma requirements (www.doe.in.gov/achievement/curriculum/indianas-diploma-requirements) • IndianaCareerExplorer.org • The Department of Workforce Development's Hoosier Hot 50 Jobs (HoosierHot50.com) • The Bureau of Labor Statistics' A-Z List of Careers (bls.gov/k12/azlist.htm) and <i>Occupational Outlook Handbook</i> (www.bls.gov/ooh/) • "Explore Careers" on College Board's Big Future site (www.bigfuture.collegeboard.org/explore-careers) • Information about tests to be college-ready (www.in.gov/learnmoreindiana/2467.htm) • CollegeGoWeekIndiana.org • College Navigator (nces.ed.gov/collegenavigator/) |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

Tracking progress toward earning your 21st Century Scholarship is simple! ScholarTrack is an online tool that will guide students through the Scholar Success Program, which includes required activities that they must complete each year of high school to help prepare for college. Students must have a ScholarTrack account to complete these activities and maintain eligibility for their scholarship. To learn more, visit <http://www.in.gov/21stcenturyscholars/2556.htm>.

PREPARE FOR COLLEGE: Supporting 21st Century Scholars in Grade 9

PARTICIPATE IN AN ACTIVITY: *For this requirement, Scholars in Grade 9 will need to participate in an extracurricular or service activity at school or in their community.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| <i>Parent, Guardian, or Mentor</i> | <ul style="list-style-type: none">• Talk to your student about his/her interests and skills. Ask your student, <i>What activities do you enjoy? What are you good at? What are you interested in learning more about?</i> From there, help your student explore extracurricular and service activity opportunities at school and in your community. Contact your student's school for a list of school-based extracurricular activities.• Encourage your student to pay attention to school announcements, bulletins, and the school's website for information about callout meetings for extracurricular activities.• Before your student selects an extracurricular or service activity, make sure both you and your student understand the commitment involved. Since extracurricular activities usually take place outside of school hours, transportation to and from activities may be necessary. Other requirements, such as a physical or parent/guardian consent form, may also have to be fulfilled.• If transportation to and from activities presents an issue for your family, brainstorm ideas for alternative transportation with your student, such as carpooling, local bus, or asking other family members or friends for assistance.• Help your student explore service activities in the community. Make a list of places in the community where your student might volunteer, and contact them to ask about volunteer opportunities for students. Ideas include: food bank or soup kitchen; public library; animal shelter or veterinary clinic; nursing home or assisted living facility; local hospital and healthcare clinics; churches; youth-serving organizations; summer camps; preschools, daycares, and elementary schools; homeless shelter; garden center; environmental organizations; other community and nonprofit organizations.• Encourage your student to pursue a service activity related to his/her hobbies, skills, passions, and career interests. For instance, if your student enjoys working with children, encourage him/her to look into volunteering as a tutor, coach, daycare assistant, or summer camp counselor.• Stress balance and commitment when it comes to being involved in extracurricular and service activities. While it is important for your student to get involved in activities outside the classroom, schoolwork should remain your student's first priority. Being involved in too many activities can affect your student's grades. Encourage your student to choose one or two activities and commit to them. |

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| <p><i>School</i></p> | <ul style="list-style-type: none"> • Help Scholars connect to extracurricular and service activities both in and out of school. Based on students' interests, counselors and teachers can make suggestions for activities that might be a good fit for students. • Maintain a list of school-based extracurricular activities, as well as established service activities in the community and share these lists with Scholars and their families. • School counselors should check in with 9th grade Scholars periodically throughout the year to make sure they participate in an extracurricular or service activity. If students are struggling to choose an activity, help guide them through the process of finding an activity. If students are facing barriers, such as lack of transportation, that keep them from taking part, help them brainstorm solutions or choose an alternative activity. • Reach out to local organizations and businesses in the community to see what volunteer positions might be available for Scholars and other high school students. Promote available opportunities among Scholars and their families, as well as other students. • Promote the importance of involvement in extracurricular and service activities amongst all students and their parents. Emphasize involvement as an important step in preparing for college and being successful in high school as well as college. |
| <p><i>Community Partner</i></p> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Sponsor service opportunities within your organization. For instance, a YMCA site might provide 9th grade Scholars with the opportunity to work as volunteer assistant coaches for youth sports leagues or volunteer tutors for a youth afterschool program. Work with Scholars to set up expectations and guidelines for their service role. • Seek and promote other volunteer and service opportunities for Scholars within the community. Through various networks and connections in the community, partners can help Scholars connect with local service opportunities. • Get the word out to Scholars about available service opportunities. Contact your regional Outreach Coordinator and local high schools to let staff know of any already established or new ideas for service roles for Scholars in your own organization. If you are aware of opportunities within other local organizations, encourage them to promote these to Scholars. <p>For those community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Help Scholars connect to extracurricular and service activities both in and out of school. Make suggestions for extracurricular and service activities that might be a good fit for students based on students' individual interests and skills. Contact the student's school for a list of school-based activities. Reach out to organizations and businesses in the community about volunteer opportunities for Scholars, especially those related to Scholars' career interests. |

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| | <ul style="list-style-type: none"> • Reach out to individual 9th grade Scholars involved in your organization to see if they need any help seeking or deciding upon an extracurricular or service activity. If students are struggling to choose an activity, help guide them through the process of finding an activity. If students are facing barriers, such as lack of transportation, that keep them from taking part, help them brainstorm solutions or choose an alternative activity. • Check in with 9th grade Scholars periodically throughout the year to see if and how they are meeting this requirement for participation in an extracurricular or service activities. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

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<http://www.in.gov/21stcenturyscholars/2556.htm>.

PAY FOR COLLEGE: Supporting 21st Century Scholars in Grade 9

WATCH THE PAYING FOR COLLEGE 101 MODULE: *Scholars in Grade 9 should begin thinking about what costs are involved in going to college as well as how to save and manage their money.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Watch the <i>Paying For College 101</i> module with your student. Viewing the module together may spark important conversations about paying for college, saving and managing money, and the financial aid process. Together, you and your student can work through any questions that he/she—and you—have about financing a college education. To access the <i>Paying For College 101</i> module, go to: http://www.in.gov/21stcenturyscholars/2519.htm.• If your family does not have a computer with Internet access at home, help your student find one he or she can use to watch the <i>Paying For College 101</i> module, whether it is at school, a public library, your place of employment, or a friend or family member's house.• Together, brainstorm some questions that you and your student have about paying for college, whether about types of aid available, the costs of different colleges, budgeting, saving, the steps of the financial aid process, or your student's 21st Century Scholarship. Seek answers to your questions together. Contact the Outreach Coordinator for your region with questions regarding your 21st Century Scholarship. Do research online. IndianaCollegeCosts.org is a great resource for Indiana students and families, providing a wealth of information about the financial aid process, understanding college costs, and saving money for college.• Engage your student in a discussion about what they learned in the <i>Paying For College 101</i> module. Make sure both you and your student understand the requirements for earning and keeping the 21st Century Scholarship, and what the scholarship does and does not cover. Talk about how your student and your family plan to save money for college and budget accordingly. Discuss the steps your student—and you—will need to take throughout high school to be prepared to pay for college.• With your student, research what it costs to attend different colleges and universities in Indiana. Go to IndianaCollegeCosts.org to explore Indiana colleges and compare costs of attendance.• Encourage your student to focus on his/her schoolwork and earn good grades. In order for your student to be eligible to receive the 21st Century Scholarship and to increase his/her chances of earning other merit- and need-based scholarships, your student will need to maintain a solid grade point average (GPA), at least 2.5 or above. Grades are also a key factor in determining a student's admission to—and financial aid from—a college or university.• Encourage your student to consider working toward a Core 40 Diploma with Academic or Technical Honors. The type of diploma a |

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| | <p>student earns also matters when it comes to financial aid. An honors diploma will increase your student's chances of earning more financial aid from colleges as well as from the state of Indiana.</p> <ul style="list-style-type: none"> • Sit down as a family and create a household budget. For steps on how to create a budget, visit: www.in.gov/cashforcollege/2466.htm. On this site you can also find links to other free online resources that can help with budgeting. Talk about areas where each member of your family can budget and save money. • Start saving money for college. Consider opening up a tax-free Indiana CollegeChoice 529 Savings Plan (CollegeChoiceDirect.com). Even a small contribution each month will make a difference when it comes time to pay for college. |
| School | <ul style="list-style-type: none"> • Make computer labs and school library computers available to Scholars before and after school so that they can watch the <i>Paying For College 101</i> module. Make sure Scholars are aware of open computer lab hours. • Organize a session in one of the school's computer labs where Scholars can watch the <i>Paying For College 101</i> module individually. Allow time for students to complete their responses to questions about the module. Afterwards, facilitate a discussion about information presented in the module, and give students an opportunity to ask questions about paying for college. • School counselors should check in with Scholars periodically throughout the year, to see if they have completed the <i>Paying For College 101</i> module, and if they have not, whether they need help doing so. • Promote the <i>Paying for College 101</i> module for Scholars as part of Learn More Indiana's Cash For College campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. Encourage Scholars at your school to complete the module as a Cash for College activity. Visit CashForCollegeIndiana.org for more information about activities, goals, and resources for implementing this campaign at your school. • As part of Cash for College activities, encourage teachers to facilitate discussion and activities in their classrooms related to paying for college. For example, students might research what it costs to attend different colleges and universities in Indiana and present their findings, or work in teams to create a budget. • If your school hosts a FAFSA night or financial aid information session, include sessions specifically for 9th, 10th, and 11th grade students and their families. Inform students and families about steps they can take at each grade level to help prepare to pay for college. • Encourage Scholars to consider working toward a Core 40 Diploma with Academic or Technical Honors. An honors diploma can increase students' chances of earning scholarships and financial aid from colleges as well as the state of Indiana. |

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| <p><i>Community Partner</i></p> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Participate as a community partner in local Cash for College efforts. Cash for College is Learn More Indiana’s campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. Visit learnmoreindiana.org/cost to learn more about this event, its activities, goals, and resources, and how your organization can participate and help promote this event in your community. • Promote any tools and resources that your organization provides on paying for college among Scholars and their families. For instance, community organizations that sponsor scholarships or local banks that offer college savings programs can promote these resources through local high schools and regional Scholar Outreach offices. <p>For community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Provide time and space—a computer with Internet access—for Scholars to watch the <i>Paying for College 101</i> module and access other information about paying for college. • Sit down with Scholars and watch the <i>Paying for College 101</i> module together. Help guide them through an online scholarship search, including both local and national scholarships. Discuss the importance of budgeting and saving money now, as well as the steps of the financial aid process and what students will need to do as 10th, 11th, and 12th graders to earn financial aid for college. Talk about the 21st Century Scholarship, the requirements students must meet to earn and keep their award, and what the award does and does not cover. Talk about any questions students have about the module and paying for college in general, and help direct them to additional resources that can help them answer their questions. • Check in with 9th grade Scholars periodically throughout the year to make sure they complete the <i>Paying for College 101</i> module. For students who do not have reliable access to a computer with Internet access, help them arrange a time and space to watch the module. • Engage parents and families of Scholars in conversations and discussion about paying for college and steps they can take now to prepare to pay for college. The earlier students and parents begin learning about college costs, types of aid, the financial aid process, and saving for college, the better. Direct them to resources that can help them learn more about saving and paying for college. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

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PLAN FOR COLLEGE: Supporting 21st Century Scholars in Grade 10

COMPLETE A CAREER INTEREST INVENTORY: For this requirement, Scholars in Grade 10 will need to take a career interest inventory through Indiana Career Explorer (www.indianacareerexplorer.com) or other related career software program. This assessment will help them to identify their interests and skills and to understand how these could translate into a specific career field.

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">➤ Sit down and talk with your student about his/her interests and skills. Help your student make a list of what he/she likes to do and is good at doing. If your student needs help identifying his/her interests and skills, prompt him/her with questions like, <i>What do you enjoy doing? What things do you spend a lot of time doing or practicing? What do other people say you are good at doing? What things do others ask you to help them with?</i>• Create a free account with <i>Indiana Career Explorer</i> (IndianaCareerExplorer.com) to better support your student's education and career planning. <i>Indiana Career Explorer</i> provides parents of middle and high school students with a free account to learn more about the resources available through this site and how to help students with each stage of the career planning process. Once you create your account, you can view your student's portfolio, review year-by-year tasks related to students' educational and career planning, and learn about other resources that can help your student explore his/her education and career choices.• Encourage your student to take a career interest inventory on <i>Indiana Career Explorer</i>. If your student has not yet set up an <i>Indiana Career Explorer</i> account, help him/her do so online at IndianaCareerExplorer.com.• If you do not have a computer with Internet access at home, encourage your student to use a computer at school, a friend's house, or a nearby public library to take an online career interest inventory and conduct other career-related research.• Based on your student's career interest inventory results, explore careers with your student. Talk with your student about his/her results and career path suggestions. Help your student research these careers and learn about the training and postsecondary education needed, earnings, and current job prospects. In addition to the career exploration resources available via <i>Indiana Career Explorer</i>, check out the following resources with your student:<ul style="list-style-type: none">• The Department of Workforce Development's <i>Hoosier Hot 50 Jobs</i> (HoosierHot50.com)• The Bureau of Labor Statistics' <i>A-Z List of Careers</i> (bls.gov/k12/azlist.htm) and <i>Occupational Outlook Handbook</i> (www.bls.gov/ooh/) |

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| | <ul style="list-style-type: none"> • “Explore Careers” on College Board’s <i>Big Future</i> site (www.bigfuture.collegeboard.org/explore-careers) |
| <i>School</i> | <ul style="list-style-type: none"> • Sign your school up for <i>Indiana Career Explorer</i> (IndianaCareerExplorer.com), which provides educators with resources to monitor students’ progress, make data-driven decisions, and support students in the career planning process. • School counselors should check in with 10th grade Scholars during annual meetings, and periodically throughout the year, to see if they need any help accessing <i>Indiana Career Explorer</i> and/or taking a career interest inventory. • Promote <i>Indiana Career Explorer</i> and its tools and resources amongst all students and their parents—on your school’s website, in the school counseling office, lunchroom, and hallways. • Host a career fair at your school. Invite individuals from a wide variety of careers in your community to talk to students, answer questions, and provide information about their careers and education. Following the career fair, encourage students to research careers of interest and pursue job shadowing and internship opportunities related to career interests. • Promote career interest inventories as part of the <i>College GO! Campaign</i>, Learn More Indiana’s fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign at your school. • Make school computer labs and school library computers available to students before and after school to facilitate student access to <i>Indiana Career Explorer</i> and online career interest inventories. Make sure Scholars are aware of open computer lab hours. • Lead an <i>Indiana Career Explorer</i> tutorial for Scholars in your school, as well as other interested students. Guide students through the process of setting up <i>Indiana Career Explorer</i> accounts, taking a career interest inventory, and using the results to explore careers. |
| <i>Community Partner</i> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Promote career interest inventories as part of the <i>College GO! Campaign</i>, Learn More Indiana’s fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for community partners interested in participating in the <i>College GO! Campaign</i>. • Promote <i>Indiana Career Explorer</i> (IndianaCareerExplorer.com) and other career-related resources for students on your organization’s website and wherever possible in your community. Help to spread awareness about this important tool for Indiana students and families. • Provide opportunities for Scholars with career interests in your field to speak with people in your organization, job shadow, and/or participate in internships. Contact school counselors at your local high schools and the regional Outreach Coordinator in your area to share student opportunities for job shadowing or internships. |

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| | <ul style="list-style-type: none"> • Talk with others in your organization and other youth-serving organizations in your community about organizing a career fair for local students. If you know about an already-existing career fair in your community, find out how you and your organization can contribute. <p>For those community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Help Scholars identify their interests and skills. Help students make a list of what they like to do and are good at doing. If students need help identifying their interests and skills, prompt them with questions like, <i>What do you enjoy doing? What things do you spend a lot of time doing or practicing? What do other people say you are good at doing? What things do others ask you to help them with?</i> • Check in with Scholars periodically, find out if they need assistance accessing Indiana Career Explorer and taking a career interest inventory. • Provide time and space—and a computer with Internet access—for Scholars to complete an online career interest inventory and to explore careers based on their results. |
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<http://www.in.gov/21stcenturyscholars/2556.htm>.

PREPARE FOR COLLEGE: Supporting 21st Century Scholars in Grade 10

ENGAGE IN THE WORKPLACE: *For this requirement, Scholars in Grade 10 will need to get some workplace experience by job shadowing, completing an internship—even getting a part-time job—in order to learn more about career fields and specific careers that interest them. Students can also interview a professional in a field in which they are interested.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| <i>Parent, Guardian, or Mentor</i> | <ul style="list-style-type: none">• Talk to your student about his/her career interests and goals. If your student has not yet completed a career interest inventory (see “PLAN for College” SSP requirement at http://www.in.gov/21stcenturyscholars/2514.htm), encourage them to do so at IndianaCareerExplorer.com. Based on your student’s career interests, goals, and inventory results, help your student explore job shadowing, internship, and/or part-time opportunities in these areas.• Have your student interview a professional in a career field of interest. Students can decide what careers interest them and research professionals in the area. Help your student set-up an interview and prepare interview questions.• Reach out to friends, relatives, neighbors, and other acquaintances who have careers that interest your student and ask about job shadowing, internships, and/or part-time job opportunities.• Together with your student, research different types of jobs, companies, and organizations in your area. If you do not have a computer with Internet access at home, use a computer at a public library. If you need assistance, ask a librarian to help you research.• Encourage your student to meet with his/her school counselor to see if the school has any resources to help students connect to internships, job shadowing, and/or part-time job opportunities.• Help your student to reach out to other caring adults in his/her life to ask about internships, job shadowing, and/or part-time job opportunities. Students can talk to relatives, friends’ parents, neighbors, mentors, teachers, coaches, youth organization leaders, and other caring adults to see if they have ideas about potential internships, job shadowing, and/or part-time job opportunities. They may be able to help guide your student’s search and even connect them with professionals in career fields of interest to your student.• Encourage your student to call or visit local businesses and organizations of interest to see if they offer internship programs, job shadowing, and/or part-time job opportunities. Students might also check websites of area companies to find out if they have an internship program. Keep in mind that although companies may not have established internship programs, they might be willing to create a position for your student or allow your student to job shadow. Encourage students to be assertive and ask! |

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| | <ul style="list-style-type: none"> • Help your student arrange transportation to and from a job shadowing experience, internship, or part-time employment. If you are unable to provide transportation for your student, look into alternatives such as other family members or friends or a local bus. • If your student does elect to work part-time, sit down as a family and talk about strategies for juggling schoolwork, a part-time job, and activities, as well as family responsibilities. Discuss as a family how much time your student can realistically devote to a job. Help your student keep in mind that his/her first job is to be a high school student. A job should not interfere with a student's studying and homework. • If your student does choose to work, he/she will need to obtain a work permit through his/her school district. Encourage your student to talk to his/her counselor about how to obtain a work permit. • Help your student develop a résumé and learn how to prepare for an interview. Regardless of whether your student will need to have a résumé or will be asked to interview for a part-time job or internship, these skills will come in handy for future job opportunities. Check out these Learn More Indiana resources to help students learn how to write a résumé (www.in.gov/learnmoreindiana/2501.htm) and prepare for a job interview (www.in.gov/learnmoreindiana/2498.htm). |
| <i>School</i> | <ul style="list-style-type: none"> • Help Scholars connect to job shadowing, internship, and part-time job opportunities. Based on students' career interests and goals, counselors and teachers can make suggestions for types of workplaces students might contact to ask about job shadowing opportunities, internships, and/or part-time employment. Counselors can even help arrange these experiences with contacts in the community. • Build and maintain a list of businesses and organizations in the community that have offered job shadowing opportunities, internship programs, and/or part-time employment to students. Organize this list by career fields and share it with Scholars and their families, as well as other students. • Reach out to local organizations and businesses in the community to see if they would be willing to provide internships or job shadowing opportunities—and even part-time work—for local students. Such conversations can take place formally and informally, when you are out and about in the community. Promote available opportunities among Scholars and their families as well as other students. • Promote the importance of job shadowing and internships amongst all students and their families. Emphasize workplace experience as an important step in preparing for college and future careers. • Promote job shadowing and internships as part of the College GO! Campaign, Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign at your school. • Host a career day or career fair at your school. Invite individuals from a wide variety of careers in your community to talk to students, answer questions, and provide information about their careers and education. |

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| | <p>Encourage presenters to promote job shadowing and internship opportunities they and/or their companies/employers offer to high school students. Following the career fair, encourage students to research careers of interest and pursue job shadowing, internships, and/or part-time opportunities related to career interests.</p> <ul style="list-style-type: none"> • Encourage students to pursue internships or part-time jobs in career fields that interest them during the summer following 10th grade. School counselors might meet with Scholars individually during the spring semester and see if they need any assistance seeking an internship or part-time job for the summer. • School counselors should check in with 10th grade Scholars periodically throughout the year to make sure they get workplace experience. If students are struggling to find a job shadowing opportunity or internship, help guide them through this process and connect them to resources that can help them. If students are interested in part-time employment, discuss the responsibilities of juggling schoolwork and a job, and help the student explore work opportunities, especially those that are linked to students' career interests. • If a group of Scholars (and other students) have similar career interests, arrange a group job shadowing experience as a field trip. Contact local businesses or organizations in students' career field of interest and see about setting up a day for students to spend job shadowing. • Promote IndianaINTERN.net on your school's website and amongst students and families in your school. This free tool connects high school and college students with internships. • Host a résumé-writing and/or job interview preparation workshop for Scholars, as well as other students. Guide students through the process of creating a résumé, and run through mock interviews with students. |
| <i>Community Partner</i> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Sponsor job shadowing opportunities, internship programs, and even part-time employment for high school students within your organization. If your organization does not currently offer internships for high school students, consider establishing one or more positions, along with guidelines for the internship. • Promote job shadowing, internship, and part-time employment opportunities to Scholars, their families, and other local high school students. Contact local high schools and regional Scholars offices to let staff know of opportunities within your organization. If you are aware of job shadowing, internship, and part-time job opportunities within other local organizations, encourage them to promote these to Scholars and other local students. • Participate in local career days or career fairs. If no such events currently exist in your community, consider partnering with other local organizations to host a career day or career fair, or contact your local college success coalition about organizing this type of event. (For contact information for your county's college success coalition, visit cgi.asainstitute.org/cgi-bin/csc/publicstats.) Include in career day |

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| | <p>activities opportunities for students to develop résumés and participate in mock job interviews.</p> <p>For those community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Help Scholars connect to job shadowing, internships, and/or part-time employment. Based on students' interests, make suggestions for types of places students might contact to ask about job shadowing, internships, and/or part-time employment. Reach out to organizations and businesses in the community to help arrange workplace experiences for Scholars. If students are interested in part-time employment, encourage them to check local newspaper ads, search the internet, and research and visit local businesses to learn about available opportunities. Assist students, as needed, with this process. • Reach out to individual 10th grade Scholars involved in your organization to see if they need any help seeking a workplace experience. Should they need it, help guide students through the process of setting up a job shadowing experience, finding an internship, and/or seeking part-time employment. • Reach out to local organizations and businesses in career fields of interest to Scholars to see if they would be willing to provide internships, job shadowing, and/or part-time employment opportunities. Such conversations can take place formally and informally, when you are out and about in the community. Promote available opportunities among individual Scholars and their families as well as other students. • Check in with 10th grade Scholars periodically throughout the year to see if and how they are meeting this requirement for getting workplace experience. Provide assistance should students need it. If students are interested in part-time employment, discuss the responsibilities of juggling schoolwork and a job, and help the student explore work opportunities, especially those that are linked to students' career interests. Encourage the student to talk to his/her school counselor about obtaining a work permit. • Help Scholars create a résumé and prepare for interviews. Regardless of whether Scholars plan to apply for an internship or part-time job during 10th grade, over the summer, or in 11th and 12th grades, résumé writing and interview preparation are skills that will serve students well beyond high school. Hold workshops in which students can actually develop a résumé and go through mock interviews. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

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PAY FOR COLLEGE: Supporting 21st Century Scholars in Grade 10

ESTIMATE COLLEGE COSTS: *Estimating college costs in Grade 10 will help Scholars understand, early on, what specific Indiana colleges and universities will cost them and their families.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Watch the Estimating College Costs video with your student. This video will help students understand the various costs associated with going to college. Additional information can be found at www.in.gov/21stcenturyscholars/files/2014_Grade_10_Guide_FINAL.pdf.• Consider helping your student complete the College Costs Estimator. You can access the College Costs Estimator at Scholars.IN.gov/collegecostsestimator. Students will need to have the following information on hand to complete the College Costs Estimator and get the most accurate results:<ul style="list-style-type: none">• Parent and student tax forms (1040EZ, 1040A, or 1040) and/or W-2s• Parent and student untaxed income information• Parent and student asset information• Parent business and/or farm records, if available.➤ Sit down with your student and work through the College Costs Estimator together.<ul style="list-style-type: none">• Go to <i>IndianaCollegeCosts.org</i> to access the College Costs Estimator.• Before your student launches the College Costs Estimator tool, he/she needs to first set up an account. This will allow your student to have his/her information automatically saved as he/she works through the tool. It will also allow your student to return to the tool any time to update/review information, run “what-if” scenarios, and conduct more side-by-side college comparisons.• Start the College Costs Estimator and calculate Expected Family Contribution (EFC). This first part of the College Costs Estimator requires students to complete six sections:<ol style="list-style-type: none">1. <i>Demographics.</i> Students will provide basic demographic information.2. <i>Student Info.</i> Students will provide additional information about themselves and respond to a series of yes/no questions to determine their dependency status.3. <i>Family.</i> Students will provide information about their primary household and the parent(s)/step-parent who live in their household.4. <i>Student Finances.</i> If students earned money in a job, they will provide information from their own tax forms about their income. They will also need to provide information |

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| | <p>about any untaxed income; income adjustments; and their personal assets.</p> <p>5. <i>Parent Finances.</i> Students will provide information from their parents' tax forms about their income. They will also provide information about parents' untaxed income and personal or business assets.</p> <p>6. <i>Academics.</i> Students will answer questions about their academic standing and performance, including GPA, test scores, class size, and class rank.</p> <ul style="list-style-type: none"> • Understand the Expected Family Contribution (EFC) figure. After completing these six sections and receiving their EFC, students should read about how their EFC was calculated and what this figure means. • Calculate and compare how much it will cost to attend different Indiana colleges and universities. The second part of completing the College Costs Estimator involves using a student's EFC to see estimates of attendance costs, gift aid, self-help aid, net price, and remaining costs at selected Indiana colleges and universities. (Be aware that gift aid may not take into account the 21st Century Scholarship, which covers up to full tuition at participating public colleges and universities in Indiana and an amount comparable to that of a public institution, if students plan to attend a private or independent institution.) Students can view these estimates for individual colleges; they can also select up to three colleges and compare estimates. In addition, students can run "what-if" scenarios, meaning they can change certain variables and information that can affect their EFC and resulting financial aid eligibility. • If you do not have a computer with Internet access at home, make arrangements to accompany your student to the public library or to a family member's or friend's house to view the Estimating College Costs video (and if you opt to work through the College Costs Estimator tool together). |
| <i>School</i> | <ul style="list-style-type: none"> • Encourage not only Scholars but all 10th graders to view the Estimating College Costs video—and encourage students to revisit the video as 11th graders, too, in the event their interests or options have changed. • Organize a session in one of the school's computer labs where Scholars (and other interested students) can work through the College Costs Estimator. Invite parents to attend, too. Make sure students bring their own and their parents' tax information with them to the session, since they will need it to complete the College Costs Estimator. A faculty or staff member might lead a tutorial on the College Costs Estimator, helping guide students (and parents) through each section as well as through their results upon completing the tool. • Promote IndianaCollegeCosts.org and the College Costs Estimator among students and families at your school. Spread awareness about these valuable resources on your school's website, in classrooms, |

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| | <p>hallways, and the school office—and in conversations with students and families.</p> <ul style="list-style-type: none"> • If your school hosts a FAFSA night or financial aid information session, include College Costs Estimator tutorial sessions in the school's computer lab for students and families. Discuss the value and purpose of this tool, and give students and families the opportunity to create an account with IndianaCollegeCosts.org, work through the College Costs Estimator, and understand their results, as well as next steps they can take to prepare to pay for college. • Make computer labs and school library computers available to Scholars before and after school so that they can view the video and possibly complete the College Costs Estimator. Make sure Scholars are aware of open computer lab hours. • School counselors should check in with Scholars during annual meetings, and periodically throughout the year, to see if they have viewed the Estimating College Costs video. If students completed the College Costs Estimator, they might need assistance understanding their results. • Promote IndianaCollegeCosts.org and the College Costs Estimator tool as part of College GO! Week and Cash For College. Visit CollegeGoWeekIndiana.org for more information about activities, goals, and resources for implementing Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. For more information about activities, goals, and resources for Learn More Indiana's Cash For College campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt, visit learnmoreindiana.org/cost. • Contact the National Center for College Costs (www.collegecosts.org) to learn more about College Costs Estimator programs, as well as workshops, presentations, and activities that NCCC can provide to your school and community to address critical postsecondary preparation needs. College preparatory programming includes presentations and workshops on the following topics: Connecting Classroom and Workplace, Mock Admissions Case Studies, Finding the Right College Fit, Executing an Effective Essay, College Visit Bus Trips, Interview Preparation/Mock Interviews, FAFSA Filing Days, and College Survival 101. |
| Community Partner | <p>For all community partners:</p> <ul style="list-style-type: none"> • Watch the Estimating College Costs with your student. Engage in a discussion with your student about the various costs associated with college (i.e., tuition, books, room and board, etc.). Generate ideas about how to help offset costs not covered by the scholarship. • Promote IndianaCollegeCosts.org and the College Costs Estimator among Scholars, their families, and the community at large as part of Learn More Indiana's Cash For College campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. To learn |

more about this event, its activities, goals, and resources—and how your organization can participate—visit learnmoreindiana.org/cost.

- **Promote IndianaCollegeCosts.org and the College Costs Estimator Indiana** on your organization’s website and wherever possible in your community. Help to spread awareness about this important tool for Indiana students and families.
- **Contact the National Center for College Costs (www.collegecosts.org) to find out how you or your organization can assist students and families in completing the Indiana College Costs Estimator and providing other related services.** Consider partnering with one or more community organizations to sponsor a College Costs Estimator Program, a NCCC workshop that typically provides students and families with:
 - An outline of the financial aid process and the Federal Methodology
 - Tips on how to maximize financial aid opportunities
 - Information on how to approach colleges, including key financial aid questions to ask
 - Information on college savings strategies
 - Current cost information for Indiana collegesProgram participants also have NCCC staff available to them via a toll-free phone line and email as they continue to have college selection, admission, and financial aid questions.

For community partners that work directly with Scholars:

- **Encourage parents and students to watch the Estimating College Costs video together.** Help parents and students understand the costs associated with college outside of tuition. Encourage them to come up with ideas or plans for how to cover the other costs.
- **Encourage parents and students to complete the College Costs Estimator together.** Make sure both students and their parents understand what financial information and documents they will need to complete it. Help address any questions they have about using the College Costs Estimator, particular sections or items within the tool, their results, and/or next steps they can take to prepare to pay for college.
- **Lead a tutorial for Scholars and their families on the College Costs Estimator.** Make sure families bring their own and their parents’ tax information with them to the tutorial, since they will need it to complete the College Costs Estimator. Guide students and families through the process of creating an account with IndianaCollegeCosts.org and working through each section of the College Costs Estimator, and understanding their results. Discuss with students and parents next steps they can take to prepare to pay for college.
- **If a parent is unavailable or unable to assist his/her Scholar in completing the College Costs Estimator, sit down with the Scholar and work through the tool together.** Discuss the student’s results and help answer any questions the student might have about college costs.
- **Engage parents and families of Scholars in conversations and discussion about paying for college.** The earlier students and parents begin learning about college costs, types of aid, the financial aid process, and saving for

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| | <p>college, the better. Direct them to resources that can help them learn more about saving and paying for college. Discuss steps that students—and families—need to take in grades 11 and 12 to prepare to pay for college.</p> <ul style="list-style-type: none"> • Check in with Scholars periodically and find out if they need assistance accessing and/or working through the College Costs Estimator. Provide help, should students need it, in collecting tax information and completing each section of the College Costs Estimator. For students who do not have reliable access to a computer with Internet access, help them arrange a time and space to complete the tool. • Provide time and space—and a computer with Internet access—for Scholars to complete the College Costs Estimator and to spend time calculating and comparing college costs. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

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<http://www.in.gov/21stcenturyscholars/2556.htm>.

PLAN FOR COLLEGE: Supporting 21st Century Scholars in Grade 11

COMPLETE A COLLEGE VISIT: *For this requirement, Scholars in Grade 11 will need to visit one or more of the state's colleges or universities. This will allow them to see, firsthand, what a college environment is like, and whether a particular college or university feels like a good fit for them.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">➤ Sit down and talk with your student about the colleges and universities that interest him/her and which ones you might visit together. Make specific plans for visiting. If you are unable to accompany your student on a visit, help make arrangements to find another caring adult who can. Take advantage of holidays or time off from work to plan campus visits. If your student is unable to make it to a college campus, help in completing a virtual tour. A possible resource for this requirement is https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist.• Contact a college or university's admissions office to schedule a campus visit. Individual visits can typically be arranged to fit your schedule and your student's academic goals. Most colleges and universities host weekday tours, and weekend/holiday tours may be available. If none of the tour dates offered fit your schedule, you should feel free to request a tour for when you could make it.• Ask about meeting with an admissions counselor, academic advisor, and a faculty member if not already included in a campus visit. Many campuses also offer scheduled preview days throughout the year for students and families to tour the campus, meet with staff and faculty, and learn about application and financial aid procedures.• If possible, plan to visit more than one college with your student. This will provide you and your student with information needed to compare different schools and to find the right fit for your student.• Write down a list of questions you have about each college, including academic, financial, and social aspects. Encourage your student to do the same. For guidance, visit http://www.usnews.com/education/blogs/the-college-solution/2010/10/19/36-questions-to-ask-on-a-college-visit AND/OR http://www.collegecosts.com/docs/publications/college-tour-tips.pdf?sfvrsn=7• During your visit, you and your student should be sure to:<ul style="list-style-type: none">- tour the campus and surrounding community;- meet and talk with admissions and financial aid staff, an academic advisor, a faculty member, and a current student;- encourage your student to sit in on a class in a subject that interests him/her;- find out what support services the school has available for 21st Century Scholars and arrange to meet with support service staff. |

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| <p style="text-align: center;">School</p> | <ul style="list-style-type: none"> • Encourage students to visit at least one college campus. Promote this message early and often with students, especially during students' junior year. A possible resource for this requirement is https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist. • School counselors should check in with Scholars during annual meetings, and periodically throughout the year, to see if they need any help arranging a college campus visit. • Host a college fair at your school. Invite representatives from several colleges and universities to talk to students, answer questions, provide information about their schools and share steps students should take to plan a campus visit. Invite graduates of your high school who are current college students or recent college graduates—including 21st Century Scholars—to come and speak to Scholars and other students about different aspects—academic, financial, and social—of life at their college. Encourage students to follow up and plan campus visits to those colleges and universities that most interest them. • Promote college campus visits as part of the College GO! Campaign, Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign at your school. • Plan a field trip for Scholars at your school—or for all students—to a college near you. Contact the college or university to arrange a group visit. Many colleges and universities provide campus tours and other presentations/resources for school groups. |
| <p style="text-align: center;">Community Partner</p> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Organize a college campus visit for a group of Scholars to one of the state's colleges or universities. Contact the college or university to schedule a visit and arrange for a campus tour and other presentations tailored specifically for your group. Consider partnering with another organization to implement this activity. A possible resource for this requirement is https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist. • Promote college campus visits as part of the College GO! Campaign, Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for community partners interested in participating in the College GO! Campaign. <p>For those community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Check in with Scholars periodically, find out if they need assistance planning a college campus visit. Help them address any barriers they might face in completing this requirement. • Help Scholars identify characteristics that are important to them in a college, such as distance from home, degree programs offered, student population size, etc. From there, help Scholars narrow down colleges or |

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| | universities that fit that mold. If the mold seems too narrow, encourage Scholars to explore other colleges and universities. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

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PREPARE FOR COLLEGE: Supporting 21st Century Scholars in Grade 11

TAKE A COLLEGE ENTRANCE EXAM: For this requirement, Scholars in Grade 11 will need to take a college entrance exam such as the ACT or SAT to be considered for admittance at one of the state's postsecondary institutions.

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Encourage your student to register to take the ACT or SAT sometime during the spring semester of their junior year.• Sit down and go through the test registration process with your student. The easiest way for students to register for the ACT or SAT is to do so online. Visit www.actstudent.org/register/ to register for the ACT or http://sat.collegeboard.org/register/ to register for the SAT. Students can also register by mail. They should ask their school counselor for paper registration forms.• Together with your student, search for a testing center in your area. Visit ActStudent.org for a list of ACT test centers and CollegeBoard.org for a list of ACT test centers near you. The earlier you register, the more testing center options you will have to select from.• Help your student make transportation arrangements for the day of the test. If you will not be able to provide transportation, brainstorm alternative transportation—perhaps another family member, friend, or mentor.• If you do not have a computer with Internet access at home, encourage your student to use a school or friend's computer, or a nearby public library to register for the ACT or SAT and access important information about deadlines, testing sites, and test preparation.• Call your student's school counselor—or encourage your student to ask their counselor—to check eligibility for and to request a fee waiver. As a 21st Century Scholar, your student should be eligible to have the \$50 test registration fee waived. Students cannot apply directly for fee waivers on their own; a school counselor must request fee waivers for them.• Help your student access test prep resources and prepare for the exam. Students will perform better on college entrance exams if they spend time becoming familiar with the test format and types of questions and running through practice questions. Test prep materials and courses can be costly, but there are plenty of free and low-cost options out there. Check out the public library or used bookstores for practice books. Students should also ask their school counselor if their school provides any test prep resources or if they know of any in the community. Scholar Outreach Coordinators may also know about free or low-cost test prep opportunities for Scholars.• Check out ActStudent.org and CollegeBoard.org, too, for free practice tests, questions-of-the-day, test day tips, and other resources to help you prepare for the tests and improve your skills. |

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| <p><i>School</i></p> | <ul style="list-style-type: none"> • Host information sessions about college entrance exams for students and their parents. Reach out specifically to students whose parents have little to no college experience and help them understand the importance of these tests. • Check in with 11th grade Scholars periodically throughout the year to make sure they have the information they need to register for a college entrance exam—and make sure they have registered to take the ACT or SAT during the spring of their junior year. • School counselors should request ACT and SAT fee waivers for Scholars and other students who are eligible. • Make school computer labs available to students before and after school to facilitate ACT and SAT registration and practice activities—and make sure Scholars are aware of open computer lab hours. • Help connect Scholars to school- and community-based ACT/SAT preparation resources, including test prep courses, tutors, and materials. Compile a listing of test prep resources—especially those that are free or low-cost—offered online and in the community and share this list with Scholars. • Post links to free, reputable online ACT and SAT prep sites and activities on the school’s website. Encourage teachers to copy these links on their class websites. • Encourage teachers to post ACT and/or SAT questions-of-the-day in their classrooms and to include other ACT/SAT test prep activities in their curriculum. • Sponsor school-based ACT and SAT preparation courses for Scholars and other students. Reach out to community partners who might be interested in helping coordinate and fund courses. • Look into the possibility of district-provided transportation for Scholars and other students who might need it, to ACT/SAT testing sites on one or more given testing days. Seek support from counselors at other district high schools if needed. • Contact the local College Board representative in your region to see what outreach services and resources can be provided to Scholars and other students in your community. |
| <p><i>Community Partner</i></p> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Organize transportation for Scholars and other students who need it to ACT/SAT testing sites on given testing days. Consider partnering with other community partners for this activity. • Help spread awareness, especially among parents in your community who have little to no college experience, and their children about the importance of college entrance exams and the available resources in the community that support students taking these assessments. • Volunteer to tutor one or more Scholars in ACT or SAT test preparation. Contact the Scholars Outreach Coordinator in your region. • Find out what ACT/SAT preparation opportunities are currently available in your community, and explore ways to increase these |

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| | <p>opportunities, especially for Scholars and other students whose parents have little to no college experience.</p> <ul style="list-style-type: none"> • Talk with others in your organization and other youth-serving organizations in your community about providing—and, if needed, funding—ACT/SAT preparation courses for local students. Or, consider providing financial support for one or more Scholars to take a test prep course. • Contact the local College Board representative in your region to see what outreach services and resources can be provided to Scholars in your community. <p>For those community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Provide time and space—and a computer with Internet access—for Scholars to register for the ACT or SAT and access other important information and resources about these tests. • Sit down with Scholars and help guide them through the registration process for the ACT and SAT. Help direct them to free or low-cost test preparation resources. • Check in with 11th grade Scholars periodically throughout the year to make sure they have the information they need to register for a college entrance exam—and make sure they have registered to take the ACT or SAT during the spring of their junior year. • Engage parents and families of Scholars in discussion about the importance of college entrance exams and help educate them about the steps involved in taking these tests. • Encourage Scholars you work with to inquire about ACT and SAT fee waivers from their school Counselors. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

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<http://www.in.gov/21stcenturyscholars/2556.htm>.

PAY FOR COLLEGE: Supporting 21st Century Scholars in Grade 11

RESEARCH SCHOLARSHIPS: *Scholars in Grade 11 should begin researching scholarship opportunities available to them, and, if they qualify for scholarships that accept applications from students before their senior year, to apply as well.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Encourage your student to begin searching for scholarships early on in his or her junior year in order to be prepared to apply as seniors. Students may be able to apply to some scholarships during their junior year. Click here for a Scholarship Search tool.• Sit down with your student and help him/her conduct a scholarship search online, starting with local scholarships. Be sure students write down important information such as the scholarship name, source, website, requirements, and application deadline. If your family does not have a computer with Internet access at home, help your student find one he or she can use, whether it is at school, a public library, your place of employment, or a friend or family member's house.• Know that you and your student should never have to pay for a scholarship search service. Many companies charge fees for their scholarship searches. While they may be reputable companies, there are plenty of great scholarship search services that your student can access for free.• Many websites offer scholarship searches based on characteristics you provide. Never pay for a scholarship search. There are plenty of legitimate free ones!<ul style="list-style-type: none">○ FastWeb.com: Receive free email alerts about scholarships that fit your characteristics.○ Scholarships.com: Browse hundreds of scholarships.○ StudentAid.ed.gov: Explore the federal government's scholarship search site.○ State Student Financial Aid: Find scholarships and grants from the state of Indiana, including 21st Century Scholars, Frank O'Bannon, and the Mitch Daniels Early Graduation Scholarship.• Encourage students to search for local scholarships before searching for national scholarships. Since local scholarships typically draw from a much smaller applicant pool—limited to your community and surrounding area—students' chances of receiving these awards are greater than national scholarships.• Besides online scholarship searches, encourage students to talk to their school counselor and contact potential future colleges and universities about scholarship opportunities for which they might be eligible. |

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| | <ul style="list-style-type: none"> • Help your student brainstorm a list of potential sources for local scholarships in your community, such as those on the list below. Encourage your student to call, check websites, and even visit these organizations in person to inquire about scholarship opportunities. <ul style="list-style-type: none"> - Community and nonprofit organizations - Civic groups - Social, professional, fraternal, and extracurricular organizations - Faith-based organizations - Local businesses - Hospitals and other health service providers • Ask your employer(s) if they sponsor any scholarships. Ask other family members to inquire about scholarships with their employers as well. If your student works, his/her employer may offer scholarships as well. • Remind students often to pay attention to scholarship application deadlines so that they leave ample time to complete requirements and submit applications. Consider posting a calendar in your home where application deadlines can be visible to you and your student. |
| <i>School</i> | <ul style="list-style-type: none"> • Make computer labs and school library computers available to students before and after school to facilitate online scholarship searching—and make sure Scholars are aware of open computer lab hours. • Lead a scholarship search tutorial for Scholars in your school, as well as other interested students. Invite parents to attend, too. Guide students through the process of conducting an online scholarship search, providing them with free scholarship search websites and tips for researching and applying to scholarships. • Encourage students to conduct scholarship searches early in their junior year. Promote this message early and often with students throughout their junior and senior years. • School counselors should check in with Scholars during annual meetings, and periodically throughout the year, to see if they need any help searching for scholarships. • Promote scholarship searching as part of the College GO! Campaign, Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign at your school. • Keep an up-to-date listing of scholarships and scholarship information, including all of those scholarships that previous years' seniors have been awarded. Share this listing with Scholars. Consider posting a local scholarship list in highly visible places throughout the school. • Compile the total amount of scholarships earned from the previous year's seniors. Challenge students to surpass this amount. • Place special emphasis on local scholarship sources. Students stand a much greater chance of landing scholarships from local sources, due to the much smaller applicant pool. Keep a special binder or |

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| | <p>electronic file listing of local scholarships and current contact information for the person at each organization who coordinates scholarships. Even better: organize fairs or other events and invite local scholarship coordinators to present the opportunities for funding they provide.</p> <ul style="list-style-type: none"> • Promote free scholarship search websites, such as the ones listed below. Reinforce the message to both students and parents that they should never pay for scholarship search services. • IndianaCollegeCosts.org (www.indianacollegecosts.org, to search for local scholarships) • FastWeb.com (www.fastweb.com) • Scholarships.com (www.scholarships.com) • StudentAid.ed.gov (www.studentaid.ed.gov) the federal government's scholarship search tool • College Board's Scholarship Search (www.collegeboard.com) • FindTuition.com (www.findtuition.com) • ScholarSite (www.scholarsite.com) • ScholarshipExperts.com (www.scholarshipexperts.com) • CollegeToolKit.com (www.collegetoolkit.com) • Encourage English and composition teachers to offer scholarship essay writing tips, practice opportunities, and editing assistance for Scholars and other students, whether as mini-lessons in class, in after school tutorials, or as part of the curriculum during the College GO! Campaign. • Promote <i>Next Indiana</i>, Learn More Indiana's student success publication, among your school's 11th and 12th grade students and their families. Make copies of <i>Next Indiana</i> available at your school, include a link to this publication on your school's website, and encourage students and families to read it and complete the activities. Visit LearnMoreIndiana.org/Print or www.indnext.com to download an online version. |
| <i>Community Partner</i> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Actively promote existing scholarships that your organization provides to Scholars and students in the community—including but not limited to area high schools, Scholar Outreach Regions, and through IndianaCollegeCosts.org. • Consider establishing a scholarship—whether specifically for Scholars or open to area students—through your organization (or partnering with another community organization with a similar mission). Talk to colleagues about funding even a small scholarship that could pay for a student's books in college. <p>For community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Provide time and space—a computer with Internet access—for Scholars to conduct an online scholarship search and access other important information and resources about these tests. |

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| | <ul style="list-style-type: none"> • Sit down with Scholars and help guide them through an online scholarship search, including both local and national scholarships. Help them determine which scholarships they might be eligible for and important information about these scholarships. Together, make a list of next steps students should take in their scholarship search process. • Check in with 11th grade Scholars periodically throughout the year to make sure they know how to go about searching for scholarships. Direct them as needed to resources online and in the community. • Engage parents and families of Scholars in discussion about the importance of searching for and applying for scholarships. Make sure they understand what the 21st Century Scholarship does and does not cover. Point them toward tools and resources to help them search for scholarships. • Encourage Scholars you work with to visit their school office and talk to their counselor about scholarship opportunities from their school counselors. • Build relationships with individuals from local organizations or businesses that offer scholarships. Keep information about these scholarships in a paper or electronic file that you can share with Scholars. Invite the scholarship coordinator from organizations to speak with Scholars. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

Tracking progress toward earning your 21st Century Scholarship is simple! ScholarTrack is an online tool that will guide students through the Scholar Success Program, which includes required activities that they must complete each year of high school to help prepare for college. Students must have a ScholarTrack account to complete these activities and maintain eligibility for their scholarship. To learn more, visit <http://www.in.gov/21stcenturyscholars/2556.htm>.

PLAN FOR COLLEGE: Supporting 21st Century Scholars in Grade 12

COMPLETE A COLLEGE APPLICATION: *For this requirement, Scholars in Grade 12 will need to complete their college applications. By now, students have probably narrowed their search, so they will need to acquire the application(s) and make sure they meet the deadline(s).*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Encourage your student to schedule a meeting with his/her school counselor at the very beginning of their senior year, and again during the fall and spring—and consider attending these meeting yourself. Your student's counselor can help your student narrow his/her college choices and help with every step of the college application process. Encourage your student to talk to his/her counselor at any point with questions about requirements, deadlines, etc.➤ Familiarize yourself with the application requirements and important deadlines for the college(s) your student plans on applying to. Knowing this information will enable you to better help and support your student in the application process—and in meeting those important deadlines! Make important deadlines visible—post them on a wall calendar in your family's home. Set reminders on your cell phone, too, and encourage your student to do the same.➤ Sit down with your student and review each application together. Discuss the requirements and the different steps your student will need to take to meet each one or obtain necessary documents. Help your student get—and stay!—organized by making a folder for each college and keeping a list of application requirements, a timeline of deadlines, and all necessary documents. Keep in mind that most college applications require students to submit:<ul style="list-style-type: none">• Basic personal information• Official transcript• Letter(s) of recommendation• Standardized test scores, such as ACT and/or SAT• Essay or other piece of writing• Make sure your student inquires about application fee waivers at each school he/she applies to. Many Indiana colleges and universities offer automatic fee waivers for 21st Century Scholars. Students can check colleges' admissions web pages or call admissions offices to see if they offer fee waivers.• Review each of your student's applications before he/she submits it. Check to make sure your student has completed every section and included all necessary documents. Encourage your student to ask another caring adult, such as a teacher, mentor, or youth organization leader, to review and carefully proofread each application as well. Clean, complete, and error-free application materials are a must to increase the odds of being accepted. |

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| | <ul style="list-style-type: none"> • Encourage your student to keep his/her grades up and continue to take challenging courses during senior year. Even after students submit applications—and even if they are accepted—colleges often continue to look at students’ grades through graduation. Taking rigorous courses (especially advanced math) throughout senior year is important, too, so that students are better prepared for college academics. • Watch an archived version of Learn More Indiana’s College Applications webinar, which is available at LearnMoreIndiana.org. |
| <i>School</i> | <ul style="list-style-type: none"> • Encourage all students to start their college application(s) early in the fall of their senior year—and to aim to complete applications by Thanksgiving. Promote this message repeatedly to seniors throughout the fall. • School counselors should meet with Scholars at the beginning of their senior year, and again during the fall and spring to see what schools they plan on applying to (and to make sure the schools are a good fit), where they are in the application process, if they are on track to meet deadlines, and if they need any assistance. Help Scholars create a checklist of application requirements and a timeline that includes important deadlines. • Encourage seniors to complete college applications during the College GO! Campaign, Learn More Indiana’s fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign at your school. • Make school computer labs and school library computers available to students before and after school to facilitate college application work by seniors. Make sure Scholars are aware of open computer lab hours. • Host college application work sessions at various points throughout the fall for Scholars and other students. These can be held during lunch, before school, after school, or in the evenings. Encourage students to bring all of their application materials and questions. Invite teachers to attend to provide assistance for students through each step of the process. • Encourage teachers to reach out to Scholars in their classes to see if they need letters of recommendation or assistance with essays or any other part of their college application(s). • Encourage English teachers to include college application essay-writing tips and practice in their curriculum—especially during the College GO! Campaign. Review the writing process with students and encourage them to use it when writing application essays. |
| <i>Community Partner</i> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Find out if any local Scholars plan to apply to your alma mater, and reach out to these students to see if you can be of any assistance in reviewing or helping them complete aspects of their applications. Contact the regional Scholars Outreach office in your area, local high schools, and local youth-serving organizations that work with Scholars to see if any Scholars plan to apply to your alma mater. You might offer to meet these students—or students and their parents—for coffee or a |

meal and see if you can answer any questions they might have about the school, including academics, student life, the campus and surrounding community, etc. Or, simply give them your contact information and invite them to call upon you should they have any questions as they work on their application or need someone to review it before submission.

- **Promote the completion of college applications for seniors as part of the College GO! Campaign,** Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for community partners interested in participating in the College GO! Campaign.

For those community partners that work directly with Scholars:

- **Encourage Scholars to start their college application(s) early in the fall of their senior year**—and to aim to complete applications by Thanksgiving. Check in with students throughout the fall to see where they are in the application process and if you can help them in any way.
- **Offer to write a letter of recommendation for Scholars whom you know personally.** Sit down with these students and help them come up with one or more caring adults who could write a recommendation letter.
- **Meet with Scholars one-on-one at the beginning of their senior year, and again during the fall and spring** to see what schools they plan on applying to, where they are in the application process, if they are on track to meet deadlines, and if they need any assistance. Discuss the requirements and the different steps your student will need to take to meet each requirement or obtain necessary documents. Help students get—and stay!—organized by making a folder for each college and keeping a list of application requirements, a timeline of deadlines, and all necessary documents.
- **Sit down with Scholars and review each application together.**
- **Make sure students inquire about application fee waivers at each school he/she applies to.** Many Indiana colleges and universities offer automatic fee waivers for 21st Century Scholars. Students can check colleges' admissions web pages or call admissions offices to see if they offer fee waivers. Visit, learnmoreindiana.org/college.
- **Offer to review students' applications before they submit them.** Check to make sure students have completed every section and included all necessary documents. Proofread the application—especially students' essays—carefully, and encourage students to go back and make corrections as needed.
- **Host college application work sessions at various points throughout the fall for Scholars and their families.** Encourage students to bring all of their application materials and any questions they might have. Invite volunteers from the community to attend, to help provide assistance to students with steps of the application process.

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| | <ul style="list-style-type: none">• Provide time and space—and a computer with Internet access—for Scholars to work on their college application(s). Be present to provide assistance or answer questions needed. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

Tracking progress toward earning your 21st Century Scholarship is simple! ScholarTrack is an online tool that will guide students through the Scholar Success Program, which includes required activities that they must complete each year of high school to help prepare for college. Students must have a ScholarTrack account to complete these activities and maintain eligibility for their scholarship. To learn more, visit <http://www.in.gov/21stcenturyscholars/2556.htm>.

PREPARE FOR COLLEGE: Supporting 21st Century Scholars in Grade 12

VIEW THE COLLEGE SUCCESS 101 MODULE: *Scholars in Grade 12 should begin preparing for the transition from high school to college, learning about the challenges and changes college will present, and understanding what it will take to be successful.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| Parent, Guardian, or Mentor | <ul style="list-style-type: none">• Watch the <i>College Success 101</i> module with your student. Viewing the module together may spark important conversations about heading to college, and the many challenges and changes students will confront. Together, you and your student can work through any questions or concerns that he/she—and you—have about this transition. To access the <i>College Success 101</i> module, go to: www.in.gov/21stcenturyscholars/files/College_Success_101.wmv.• If your family does not have a computer with Internet access at home, help your student find one he or she can use to watch the <i>College Success 101</i> module, whether it is at school, a public library, your place of employment, or a friend's or family member's house.• Together, brainstorm questions that you and your student have about beginning college, whether about academics, finances, or student life. Seek answers to your questions together. For unanswered questions, encourage your student to contact staff at the college he/she plans to attend or talk to his/her school counselor and teachers. Don't hesitate to contact your regional Outreach Coordinator with questions, too.• Read the College Success Guide (www.in.gov/21stcenturyscholars/2700.htm) for 21st Century Scholars, as well as the Facilitators Manual (www.in.gov/21stcenturyscholars/files/Facilitator_Manual.pdf), with your student and talk about each section. The guide provides a more in-depth look at the challenges and changes students will encounter in college and offers advice as students face these new experiences. The Planner is designed to help students think more in-depth about the information in the Guide and how it applies to them personally as they approach college. Using both the Guide and the Planner, discuss with your student:<ul style="list-style-type: none">- Long-term career goals;- Academic plan for college;- Plan for studying in college and, if needed, seeking academic support;- Ways to get involved in campus life;- Part-time, on-campus work options;- Housing options and pros/cons of each;- Estimated expenses and sources of income—and a budget;- Ways he/she can take care of himself/herself and stay safe.• Talk to your student about any questions, concerns, or anxieties he/she—and you—have about making the transition to college. Your child is about to begin a new phase of life that will be different (possibly |

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| | <p>much different) from what he/she knows—and things will be changing for you too; it is entirely normal for both of you to have concerns or feel uneasy. Try to seek answers to your questions together, and discuss next steps your student will need to take this spring and summer to prepare for college. You could also talk to your child’s school counselor together to get additional help or advice.</p> <ul style="list-style-type: none"> • Encourage your student to inquire about resources and initiatives to support first-year students—and 21st Century Scholars in particular—offered by the college or university your student plans to attend. These initiatives may range from mentoring and academic support programs to first-year experience initiatives such as summer bridge, “welcome week” and orientation programming, first-year seminar and career exploration courses, and learning communities. Many colleges in Indiana offer programs or advising specifically for Scholars, to support them all the way through college to degree completion. Encourage your student to call the 21st Century Scholars contact person at the college he/she will be attending to learn more. Students can also search the college’s website for information about 21st Century Scholars support. If your student does not yet know where he/she will be attending college, encourage him/her to investigate resources and support at all potential colleges. For a complete list of Scholar Incentives, visit http://www.in.gov/21stcenturyscholars/2442.htm • Encourage your student to schedule an appointment during the spring or summer before college to meet with a college academic advisor. Together with an advisor, your student should discuss his/her education and career goals and develop an academic plan as well as a course schedule for the fall. • Keep a calendar in a visible place in your family’s home, and mark important dates and deadlines—dates, such as registration and the first day of fall semester classes; and deadlines, such as for financial aid paperwork or summer bridge registration. • Help your student estimate his/her expenses and sources of income for the first year of college, and from there, help your student create a realistic budget. Expenses may include: tuition (if not fully covered by 21st Century Scholarship), room/housing, food, books, school supplies, cell phone, insurance, clothes, transportation, and other personal expenses. Sources of income may include: financial aid paid directly to the student (scholarships, grants, or loans other than 21st Century Scholarship), work wages, savings, family contributions, and other income. |
| School | <ul style="list-style-type: none"> • Make computer labs and school library computers available to Scholars before and after school so that they can watch the <i>College Success 101</i> module. Make sure Scholars are aware of open computer lab hours. To access, visit http://www.in.gov/21stcenturyscholars/files/College_Success_101.wmv. • Organize a session where Scholars can watch the <i>College Success 101</i> module. Allow time for students to complete their responses to questions about the module. Afterwards, facilitate a discussion about |

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| | <p>information presented in the module, and give students an opportunity to ask any questions they have about college.</p> <ul style="list-style-type: none"> • School counselors should check in with 12th grade Scholars periodically throughout the year, to see if they have completed the <i>College Success 101</i> module, and if they have not, whether they need help doing so. To access, visit http://www.in.gov/21stcenturyscholars/files/College_Success_101.wmv. • School counselors might also meet with 12th grade Scholars individually early in the spring to discuss next steps students should take to prepare for their college transition. Steps include inquiring at the college—or potential colleges—they plan to attend about resources and support for 21st Century Scholars, as well as about first-year experience initiatives and how to get involved in these. Counselors should encourage students to make an appointment with an academic advisor at their college. Counselors can also just use this as an opportunity to talk to Scholars about finalizing their college plans and help address any questions or concerns students have. • Meet with your school's 12th grade Scholars as a group (or several small groups) and facilitate a discussion about transitioning to college. Use the College Success Guide for 21st Century Scholars and the corresponding Facilitator's Manual to plan discussion topics and activities. • Include college transition activities for seniors as part of the College GO! Campaign at your school. College GO! is Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for implementing this campaign at your school. • Promote <i>Next Indiana</i>, Learn More Indiana's student success publication, among your school's 11th and 12th grade students and their families. Make copies of <i>Next Indiana</i> available at your school, include a link to this publication on your school's website, and encourage students and families to read it and complete the activities. Visit learnmoreindiana.org or www.indnext.com to download an online version. |
| Community Partner | <p>For all community partners:</p> <ul style="list-style-type: none"> • Find out if any local Scholars plan to attend your alma mater, and reach out to these students and their families. Contact the regional Scholars Outreach office in your area, local high schools, and local youth-serving organizations that work with Scholars to see if any Scholars plan to attend your alma mater. You might offer to meet these students—or students and their parents—for coffee or a meal and see if you can answer any questions they might have about the school, including academics, student life, the campus and surrounding community, etc. Or, simply give them your contact information and invite them to contact you should they have any questions. • Participate as a community partner in the College GO! Campaign, Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college |

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| | <p>completion and career success. Visit learnmoreindiana.org/college for more information about activities, goals, and resources for community partners interested in participating in the College GO! Campaign.</p> <p>For those community partners that work directly with Scholars:</p> <ul style="list-style-type: none"> • Provide time and space—and a computer with Internet access—for Scholars to watch the <i>College Success 101</i> module and complete the worksheet. • Help Scholars research information about initiatives and resources offered at the college (or potential colleges) they plan to attend to support their transition to and first year in college. Encourage students to search the college's website and/or contact the regional Outreach Coordinator or Student Support Center to find a Scholars contact person at their college or university at www.in.gov/21stcenturyscholars/2460.htm. You can also find a list of campus contacts at www.in.gov/21stcenturyscholars/2444.htm. • Engage 12th grade Scholars and their parents in discussions about transitioning to college. Consider meeting Scholars and their parents individually and as a group. Use the College Success Guide for 21st Century Scholars, which you can access at www.in.gov/21stcenturyscholars/2700.htm. There is also a Facilitators Manual to guide you as you talk with your student www.in.gov/21stcenturyscholars/files/Facilitator_Manual.pdf. Direct students toward resources at the college and universities they plan to attend that will help them prepare for this transition. Help address any questions and concerns students and parents might have. • Sit down with Scholars and watch the <i>College Success 101</i> module together. Discuss the information presented in the module, as well as the College Success Guide, and talk about next steps Scholars should take throughout the spring and summer to prepare for their transition to college. • Check in with 12th grade Scholars periodically throughout the year to make sure they complete the <i>College Success 101</i> module. For students who do not have reliable access to a computer with Internet access, help them arrange a time and space to watch the module. |
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VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

Tracking progress toward earning your 21st Century Scholarship is simple! ScholarTrack is an online tool that will guide students through the Scholar Success Program, which includes required activities that they must complete each year of high school to help prepare for college. Students must have a ScholarTrack account to complete these activities and maintain eligibility for their scholarship. To learn more, visit <http://www.in.gov/21stcenturyscholars/2556.htm>.

PAY FOR COLLEGE: Supporting 21st Century Scholars in Grade 12

FILE YOUR FAFSA: *Scholars in Grade 12 must file a Federal Application for Federal Student Aid (FAFSA) by March 10th in order to be eligible to receive their 21st Century Scholarship and any other state, federal, or college aid.*

HOW YOU CAN HELP SCHOLARS COMPLETE THIS ACTIVITY

| If you are... | How you can help Scholars |
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| <i>Parent, Guardian, or Mentor</i> | <ul style="list-style-type: none">• Help your student gather important information needed to complete the FAFSA. Students will need to have the following information on hand to complete the FAFSA:<ul style="list-style-type: none">• Student's social security and driver's license numbers• Parents' and student's most recent federal income tax returns (1040EZ, 1040A, or 1040) and/or W-2s• Parents' and student's current bank statements; business and investment mortgage information; business and farm records; stock, bond, and other investment records; any other untaxed income information, including but not limited to payments to tax-deferred pensions and savings plans, child support received, tax exempt interest income, untaxed portions of IRA distributions and/or pensions, veteran's benefits, disability payments, worker's compensation• Alien registration numbers or permanent residence cards, if student or parents are not U.S. citizens• Student's academic information, including GPA, test scores, and diploma type• Student and parent PINs, if student plans to complete and submit the FAFSA online (see below for instructions to get your PIN)➤ Parents should file federal income tax return(s) as early as possible. The FAFSA process will be much easier and faster if parental tax returns have been filed—and accepted—prior to students completing the FAFSA, which, again, is due on March 10th. While the FAFSA can be completed and filed using estimated tax information, the process may be more time-consuming and students will need to go back later and provide correct income and tax data, no later than May 15th.• Attend a College Goal Sunday event with your student. Volunteers will be on hand at this event to help Indiana students and their families complete the FAFSA. Approximately 40 sites statewide will offer free, professional assistance in completing and filing the FAFSA. To find a location near you, check with your student's school counselor or visit CollegeGoalSunday.org.• Watch the FAFSA Friday webinar with your student. During this online presentation, which will air live at noon and again at 6:00 p.m. on a Friday in February, financial aid experts walk students and families through the whole process of completing and filing the FAFSA. Afterwards, they will even take questions submitted online. Log on to |

participate, or view the archived version after the event, at learnmoreindiana.org.

- **Seek out other local FAFSA events in your community.** View this statewide events calendar to find FAFSA events happening near you: www.in.gov/21stcenturyscholars/2683.htm. Encourage your student to check with his/her school counselor and the regional Scholars Outreach Coordinators, too, for information about local FAFSA events www.in.gov/21stcenturyscholars/2378.htm.
- **Together with your student, use the FAFSA on the Web worksheet to get organized. Then, complete and file the FAFSA together online.** The FAFSA on the Web worksheet, available at FAFSA.gov, is a printable worksheet that will help you and your student gather all necessary information and data to complete the FAFSA. It contains many of the core questions on the FAFSA and instructions on how to answer them. While your student can complete a paper version of the FAFSA, FAFSA on the Web has built-in edits to help prevent certain errors and detailed instructions and “help” for common questions. It allows students to skip unnecessary questions. It is also faster and will make it easier for students to file in the future. If you do not have a computer with Internet access at home, students can still plan to file with FAFSA on the Web using a computer at school, a public library, or a relative or friend’s house. The best advice, if you don’t have a computer with Internet access at home (and even if you do!), would be to plan on attending a College Goal Sunday or other local FAFSA event with your student, where your student will be able to complete and file the FAFSA online—and get plenty of assistance in doing so.
- **It may be helpful to have a general overview of the steps involved in completing and filing the FAFSA.** Note that the FAFSA is estimated to take approximately 30 minutes. Having the information and documents described above on hand will help make the process as efficient as possible. To complete the FAFSA process:
 - **Have your FSA ID ready.** The FSA ID is your electronic passport to federal student aid online. To learn more and set-up your FSA ID, visit <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.
 - **Go to FAFSA.gov and “Start a New FAFSA.”** Students will need to login using name, Social Security number, and date of birth. Then students should create a password, which will enable them to save their data and return to it later.
 - **Enter student demographic information.** Students will need to provide basic demographic information as well as information about their high school, intended college degree, and information to determine their aid eligibility.
 - **Select schools.** Students will need to select the colleges and universities they would like to attend.
 - **Determine dependency status.** Students will answer a series of questions to determine whether they are considered dependent or independent.

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| | <ul style="list-style-type: none"> • Enter parent demographic information. Students will need to provide parental data. If a student's parents are married or remarried, he/she will need to provide information about both parents, or both parent and stepparent. If a student's parents are divorced or separated, he/she will need to provide information about the parent with whom he/she lived most during the last 12 months. • Enter financial information—parent and student. Students will need to use tax returns to complete these sections. If tax returns have not yet been filed, students must provide estimates and make needed adjustments after tax returns have been filed. In addition to tax information, students will need to provide information about parent and student assets; net worth of investments; and net worth of parents' business or investment farms, if applicable. • Sign and submit. The student and at least one parent will need to sign the application. The easiest way to do this is to sign electronically with U.S. Department of Education PINs. (See above for instructions on obtaining a PIN.) Students can also print and mail signature pages. Be sure students print a confirmation page after submitting the FAFSA. • Within a few weeks of submitting the FAFSA, students will receive an email or paper Student Aid Report (SAR) from the U.S. Department of Education. The SAR summarizes the information entered on the FAFSA and contains your family's EFC, or Expected Family Contribution—the amount the government reasonably expects your family to contribute to your student's college costs. College financial aid offices will review your student's SAR and determine his/her eligibility for different types of aid. Be sure that your student takes time to carefully review the SAR for errors, and follow directions for making and submitting any corrections. • The colleges your student selected on the FAFSA will receive his/her information, review it, and use it to determine your student's eligibility for different types of aid. These colleges will then send an award letter displaying your student's financial aid package. Feel free to contact a school's financial aid office if you have questions about your student's award letter. Your student should check with individual schools to see if there are additional requirements for applying for financial aid from that particular institution. |
| <i>School</i> | <ul style="list-style-type: none"> • Promote College Goal Sunday, FAFSA Friday, and FAFSA filing for all seniors as part of Learn More Indiana's Cash for College campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. Visit learnmoreindiana.org/cost for more information about activities, goals, and resources for implementing this campaign at your school. |

- **Emphasize the importance of filing a FAFSA, not just to seniors but to all students.** Make students—as freshmen, sophomores, and juniors—aware of this critical piece of the financial aid process so they will be already familiar with the FAFSA, and its importance, as seniors.
- **School counselors should check in with Scholars (and their parents) at various points during January and February to find out if they have filed a FAFSA or whether they need assistance in doing so.** Remind seniors frequently throughout the spring about FAFSA deadlines. Provide students with FAFSA event details and other resources to help them complete and file the FAFSA. Encourage both students and parents to file their federal income tax return(s) as early as possible to make the FAFSA process quicker and easier.
- **Through newsletters, email notices, or other communications, encourage parents of senior Scholars to file their federal income tax return(s) as early as possible.** The FAFSA process will be much easier and faster if parental (and student) tax returns have been filed—and accepted—prior to students completing the FAFSA by March 10th. While the FAFSA can be completed and filed using estimated information, the process may be more time-consuming, and students will need to go back later to provide correct income and tax data, no later than May 15th (another date to remind parents about).
- **Encourage all students and families to file the FAFSA online—**and make school computer labs available to students before and after school to facilitate online FAFSA completion.
- **Provide FAFSA on the Web worksheet printouts for students—**particularly Scholars—and their families. Host a tutorial before or after school or during lunch in which you review the worksheet with students and give them a chance to ask questions about core FAFSA questions and information they will need to gather.
- **Encourage all students—particularly Scholars—and their families to attend College Goal Sunday in February.** Volunteers will be on hand at this event to help Indiana students and their families complete the FAFSA. Approximately 40 sites statewide will offer free, professional assistance in completing and filing the FAFSA. Make sure students are aware of important details about this event, such as the time, nearest location, and what materials and information they need to bring with them.
- **Organize or sponsor a FAFSA event or financial aid night at your school,** to provide school for seniors and their families in completing and submitting their FAFSAs.
- **Encourage faculty and staff to volunteer at a local College Goal Sunday event.** In addition to qualified financial aid administrators, volunteers are always needed to serve as greeters, staff registration tables, supervise seating, answer financial aid questions, organize the day's events, and assist financial aid administrators. Go to CollegGoalSunday.org to learn more about volunteer opportunities and available FAFSA training.

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| | <ul style="list-style-type: none"> • Offer incentives for seniors—especially Scholars—to attend College Goal Sunday and/or participate in other Cash for College events. Create a contest—challenge all seniors and their families to attend College Goal Sunday or participate in the FAFSA Friday webinar. • Have all seniors participate in the FAFSA Friday webinar in February. During this informational online presentation, which will air live at noon and again at 6:00 p.m. on a Friday in February, financial aid experts will walk students through the whole FAFSA process and even take questions submitted online. Enable all seniors—certainly Scholars, if not all seniors—at your school to participate in this live session. If they aren't able to participate in the live event, students can view the archived version at learnmoreindiana.org. • Remind all students—especially Scholars—to be sure and make all necessary updates and corrections to the FAFSA by May 15th. Host a FAFSA Ask-the-Expert Session on a Saturday in May for all seniors and their families—and encourage senior Scholars in particular to attend. Provide access for students and families to log on to this chat session to get their questions regarding final corrections to their FAFSAs answered live by a financial aid expert. |
| <i>Community Partner</i> | <p>For all community partners:</p> <ul style="list-style-type: none"> • Volunteer at a local College Goal Sunday event—in addition to qualified financial aid administrators, volunteers are always needed to serve as greeters, staff registration tables, supervise seating, answer financial aid questions, organize the day's events, and assist financial aid administrators. Go to CollegGoalSunday.org to complete a volunteer form and learn more about available FAFSA training. • Consider partnering with one or more community organizations to sponsor and/or host a FAFSA event or financial aid night for local students and families. Talk to colleagues about organizing and funding this event, recruiting volunteers, and promoting the event in your community. • Promote College Goal Sunday, FAFSA Friday, and FAFSA filing for all seniors as part of Learn More Indiana's Cash for College campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. Visit learnmoreindiana.org/cost for more information about activities, goals, and resources for implementing this campaign at your school. • Organize transportation for local Scholars and their families—as well as other students and families who might need it—to a local College Goal Sunday event. Consider partnering with another community organization in your area to organize such an effort. • Reach out to the regional Scholars Outreach Coordinator in your area and see if you can provide FAFSA assistance to any senior Scholars and their families. Visit www.scholars.in.gov, FAFSA.gov, and CollegeGoSunday.org to find resources to help you brush up on the FAFSA process and to help you provide assistance to students and families. |

For community partners that work directly with Scholars:

- **Engage parents and families of Scholars at all grade levels in discussion about the importance of filing a FAFSA by the March 10th deadline.** Make sure they understand why this step is necessary to receive state financial aid, including the 21st Century Scholarship.
- **Check in with Scholars at various points during January and February to find out if they have filed a FAFSA or whether they need assistance in doing so.** Remind students frequently throughout early winter and spring about FAFSA deadlines. If needed, provide them with FAFSA event details and other resources to help them complete and file the FAFSA.
- **Encourage parents of senior Scholars to file their federal income tax return(s) as early as possible.** The FAFSA process will be much easier and faster if parental (and student) tax returns have been filed—and accepted—prior to students completing the FAFSA. While the FAFSA can be completed and filed using estimated information, the process may be more time-consuming, and students will need to go back later to provide correct income and tax data, no later than May 15th.
- **Provide FAFSA on the Web worksheet printouts Scholars and their families.** Host a tutorial in which you review the worksheet with students and give them a chance to ask questions about core FAFSA questions and information they will need to gather. For a FAFSA worksheet, visit <https://studentaid.ed.gov/sa/resources#worksheet>. NOTE: This worksheet is for 2015-2016. If you are a 2016 Senior, you must complete the 2016-2017 FAFSA.
- **Encourage senior Scholars and their families to attend College Goal Sunday in February.** Volunteers will be on hand at this event to help Indiana students and their families complete the FAFSA. Approximately 40 sites statewide will offer free, professional assistance in completing and filing the FAFSA. Make sure students are aware of important details about this event, such as the time, nearest location, and what materials and information they need to bring with them.
- **Host an evening FAFSA Friday event in February for all senior Scholars with whom you work and their families.** During this informational online presentation, which will air live at noon and again at 6:00 p.m. on a Friday in February, financial aid experts will walk students through the whole FAFSA process and even take questions submitted online.
- **If a parent is unavailable or unable to help his/her Scholar in completing and filing the FAFSA, offer to assist the student in this process** or to attend a FAFSA night or College Goal Sunday event with him/her. Together, work through each step of the FAFSA.
- **Remind Scholars and their families to be sure and make all necessary updates and corrections to the FAFSA by May 15th.** Host a FAFSA Ask-the-Expert Session on a Saturday in May for all senior Scholars with whom you work and their families. Provide access for students and families to log on to this chat session to get their questions regarding final corrections to their FAFSAs answered live by a financial aid expert.

VERIFY THAT SCHOLARS COMPLETED THIS ACTIVITY

Tracking progress toward earning your 21st Century Scholarship is simple! ScholarTrack is an online tool that will guide students through the Scholar Success Program, which includes required activities that they must complete each year of high school to help prepare for college. Students must have a ScholarTrack account to complete these activities and maintain eligibility for their scholarship. To learn more, visit

<http://www.in.gov/21stcenturyscholars/2556.htm>.